

PRINCIPAL ARCHAEOLOGIST (CONTRACT SPECIALIST)

DEFINITION: Under general direction, performs work of considerable difficulty in supervising, planning and implementing the department's archaeological contracting program; serves as the chief contract specialist engaged in contracting professional archaeological services to conduct scientific investigative studies of past human remains and activities; maintains management oversight of contracts; handles pre- award and post-award archaeological contracts; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, develops, implements and manages the department's archaeological contract program; administers the department's contract policies and procedures on cultural resource management investigations, including archaeological inventory, testing, data recovery, and ethnographic assessments; assesses and determines archaeological project needs; researches project undertaking in the Nation's archive, federal and state repository files; enhances inclusion of traditional beliefs and practices of the Nation in the contract process.

Develops, negotiates, awards, monitors and closes archaeological contracts; implements archaeological investigations in a uniform and productive way across a wide diverse area; balances diverse opinions among western oriented mandates with traditional views of the Nation; assures compliance with terms stipulated within contracts awarded; resolves disputes with contractors as they arise; coordinates contracting activities with central contracting office of the Nation and federal authorities; works within confined Navajo Nation and federal laws and statutes as they pertain to the preservation of artifacts.

Reviews completed studies and reports submitted from contractors; evaluates thoroughly to assure compliance with prescribed contract stipulations; serves as a resource person and point of contact between federal agencies and Nation programs and offices on archaeological contracts; represents and discusses details of project priorities, status and accomplishments with oversight committees, federal agencies, Nation programs and the general public.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of archaeological principles, theories, concepts, methodology and techniques.

Knowledge of archaeological survey and excavation techniques to sufficiently assess and determine archaeological project needs.

Knowledge of research methods to sufficiently support contracting objectives.

Knowledge of federal statutory laws and regulations as they pertain to historic preservation.

Knowledge of traditional practices and cultural beliefs of the Navajo Nation.

Knowledge of principles, theories, and methods of contract administration.

Skill in developing, negotiating, awarding, implementing and monitoring multi-complex contracts.

Skill in resolving contact disputes.

Skill in managing multi-government contracts simultaneously.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: The majority of work is in an office environment; there is occasional need to stand, stoop, walk and climb over rough terrain when engaged in archaeological surveys and inspections.

THE NAVAJO NATION

Class Code: 3612
Professional and Technical Series
Archaeology Group
Overtime Code: Exempt
Pay Grade: 67

PRINCIPAL ARCHAEOLOGIST (CONTRACT SPECIALIST)

MINIMUM QUALIFICATIONS:

- A Master's degree in Anthropology; and three (3) years of experience in archaeological administration, contract management, scientific investigations, archaeological field and research work.

PREFERRED QUALIFICATIONS:

- Four (4) years of experience in administering and managing archaeological contracts or projects.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.